

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIRECTOR'S OFFICE

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

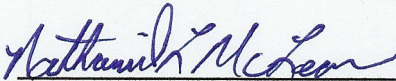
The Department of Justice and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Revenue agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

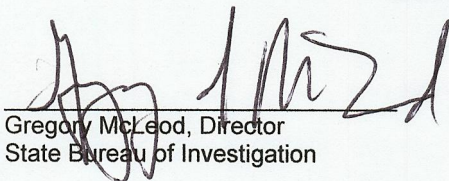
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

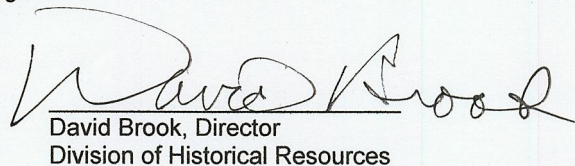
APPROVAL RECOMMENDED



Nathaniel McLean, Chief Records Officer
State Bureau of Investigation

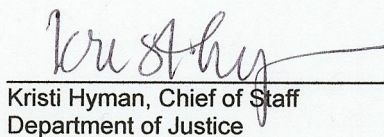


Gregory McLeod, Director
State Bureau of Investigation

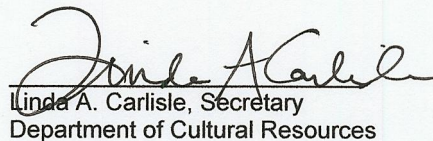


David Brook, Director
Division of Historical Resources

APPROVED



Kristi Hyman, Chief of Staff
Department of Justice



Linda A. Carlisle, Secretary
Department of Cultural Resources

February 10, 2011

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ITEM 7286. REWARDS FILE. Records concerning state awards for information received during the course of investigative activities. File includes correspondence, proclamations, reward considerations, and other related records. Information entered into Rewards Database (Electronic) File (Item 40460). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer original copy to Office of the Attorney General, Special Prosecution Section upon receipt. Retain in office reference copy permanently.

ITEM 14020. DIRECTOR'S SPEECHES FILE. Speeches in paper and electronic formats, including e-mail, made by the Director of the State Bureau of Investigation (SBI). File also includes correspondence, arranging time and place, content of speeches made by the Director, transcripts of the speeches, programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center when tenure of Director ends. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be immediately transferred to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 16574. DIRECTOR'S ADMINISTRATIVE FILE. Records in paper and electronic formats, including e-mail, concerning the organization and daily operations of the State Bureau of Investigation (SBI). File includes Director's correspondence, and memorandums, reports from all elements of the SBI, administrative orders, and other related records. (Portions of file may be restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office restricted records when tenure of Director ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center when tenure of Director ends. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be immediately transferred to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

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ITEM 16575. COMMITTEES, COMMISSIONS, AND ASSOCIATIONS FILE. Records in paper and electronic formats, including e-mail, concerning organizations with which the Director was or is affiliated. File includes agendas, reports, correspondence, publications, regulations and guidelines, reference copies of minutes, and other related records. Organizations include Governor's Crime Commission, Law Enforcement Association Presidents Committee, Association of State Criminal Investigative Agencies (ASCIA), State Emergency Response Commission (SERC), North Carolina Criminal Justice Education & Training Standards Commission; International Association of Chiefs of Police (IACP) and other organizations related to criminal justice.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center when tenure of Director ends. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be immediately transferred to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 16576. DIRECTOR'S REFERENCE FILE. Records in paper and electronic formats, including email, concerning subjects pertinent to the State Bureau of Investigation (SBI) operations. File includes topics on legislation, Morehead School campus, and other related subjects. File also includes publications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records when reference value ends.

ITEM 16577. ATTORNEY'S REFERENCE FILE. Records in paper and electronic formats, including email, concerning cases and other legal matters involving the State Bureau of Investigation (SBI). File includes attorney's working papers, correspondence, reference materials, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records when reference value ends.

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ITEM 40460. REWARDS DATABASE (ELECTRONIC) FILE. Records concerning state rewards for information received during the course of investigative activities. File includes file numbers, victims' names, types of crimes, names of city and county, requestors' names, names of agencies, date of requests, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.